# **WooCommerce Request a Quote Plugin - Ask for Quotation**

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#### 1 Installation Guide

This is a quick guide on installation, and updating.

#### 1.1 Plugin Installation

To install WooCommerce Product plugin you must have a working and latest version of WordPress and WooCommerce plugin already installed. For information on installing the WordPress , please see the WordPress Codex - Installing WordPress. For installing the WooCommerce and configure the shop please visit the following link WooThemes - Installing WooCommerce.

• Now the next step is the **WooCommerce Request a Quote Plugin - Ask for Quotation**. In the full .ZIP archive you have downloaded from Codecanyon.net. This file is the installable .ZIP archive you can install via WordPress.

Now is time to install **WooCommerce Request a Quote Plugin - Ask for Quotation**, please read these steps carefully.

# **Installing from WordPress**

Follow the steps bellow to install from WordPress Admin Dashboard

- Navigate to Plugins
- Click Install Plugins and click Add New
- Click the Upload Plugin button
- Navigate the .ZIP on your computer and click Install Now
- When installation is done please click Activate to activate plugin

#### **Installing using FTP**

Follow the steps bellow to install using FTP

• Unzip the provided .ZIP file to a desired location on your computer. These extracted files will be uploaded later via FTP

- Connect to your server via FTP (Use FileZilla or any other FTP client)
- Navigate to /wp-content/plugins/ server directory
- Locate the local directory where you have unzipped the archive
- Upload local folder to remote /wp-content/plugins/
- To activate the newly installed plugin navigate to Plugins and click the Activate button within the **WooCommerce Request a Quote Plugin Ask for Quotation**

#### 1.2 Plugin Updates

### **Update from WordPress Admin**

Follow the steps bellow to update from WordPress Admin Dashboard

- Navigate to Plugins
- Find the currently installed WooCommerce Request a Quote Plugin Ask for Quotation and click Deactivate
- After deactivation click Delete to remove the old version (your saved setting will not be lost)
- Click Install Plugins and click Add New
- Click the Upload Plugin button
- Navigate the new version archive .ZIP file on your computer and click Install Now
- When installation is done please click Activate to activate plugin

### **Update using FTP**

Follow the steps bellow to update using FTP

- Unzip the new version archive .ZIP file to a desired location on your computer. These extracted files will be uploaded later via FTP
- Connect to your server via FTP (Use FileZilla or any other FTP client)
- Navigate to /wp-content/plugins/ server directory and delete the current plugin folder
- Locate the local directory where you have unzipped the new version archive .ZIP file
- Upload local folder to remote /wp-content/plugins/

#### 2 User Guide

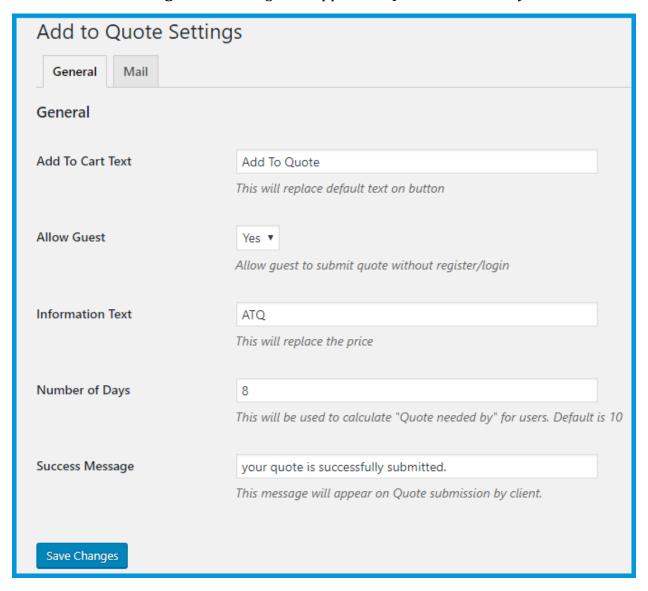
After installation of plugin, login to admin panel and flush your cache storage.

# 2.1 How to Create Zapper with the Plugin

At the backend go to **Add to Quote > Settings**. Here you will the following:

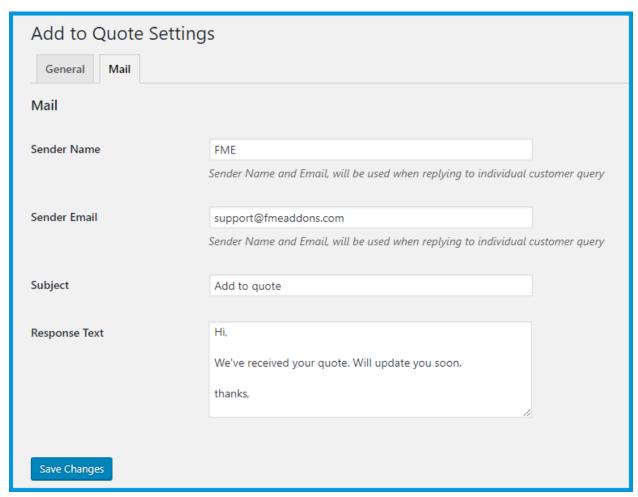
#### General

- Add to Cart Text: This will replace default text on button
- Allow Guest: Allow guest to submit quote without register/login
- **Information Text:** This will replace the price
- Number of Days: This will be used to calculate "Quote needed by" for users. Default
  is 10
- Success Message: This message will appear on Quote submittion by client'



#### Mail

- **Sender Name:** Sender Name and Email, will be used with replying to indivisual customer query
- **Sender Email:** Sender Name and Email, will be used with replying to indivisual customer query
- Subject
- Response Text



#### 2.2 How to View RFQs from Back Office

At the backend go to **Add to Quote > All Quotes**. Here you will the list with all the RFQs submitted by users. You can **Edit** or **Trash** the Quotes and change the status of each Quote as per your requirement.

